Cereal processing

Level-II

Based on October 2019, Occupational standards Version 2

Module title: providing basic emergency life support

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LG #60	LO1. Plan and prepare to work safely

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Identifying Hazards in the work area and taking action to control risks
- Reporting hazards and inadequacies in control measures with organization procedures.
- Carrying out pre-start checks with work procedures

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Identify Hazards in the work area and take action to control risks
- Report hazards and inadequacies in control measures with organization procedures.
- Carry out pre-start checks with work procedures

Learning Instructions:

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

Information Sheet 1 - Identifying Hazards in the work area and taking action to control risks

1.1 Introduction

Hazard is described as any situation, condition or extreme events (natural or caused) with a certain degree of probability of having adverse consequences on safety or health of workers. Workplace hazard expresses any activity having potential to adversely or negatively impact (affect) human health, property, or the environment within the workplace. Such hazards could cause harm, injury or death in extreme cases. Workplace hazards include those points, areas, materials, or situations that could endanger, harm, injure, or cause death in extreme cases to man within the workplace. Such conditions include moving parts of machinery, working at heights, slippery surfaces, electrical energy, excessive noise, toxic substances, and lifting of heavy objects. Many of these hazards leading to fatal or non-fatal incidents had similar circumstances and common associated factors, regardless of the working category or location of the work in which they were included. These circumstances and contributing factors are with emphasis on the type of fatal events, rather than the working category of the affected persons.

1.2 Classification of workplace hazard

Hazard can be classified as either safety hazard or health hazard

1.2.1 Safety hazards

Safety hazards refer to those circumstances that can cause immediate injury to a worker. For example, if electrical equipment are not properly grounded, could become energized and possibly electrocute an employee. Or, if a worker's hands were to contact a saw blade, he or she could have one or more fingers cut off instantly.

Sources of safety hazards includes

- Machine/machinery such as:
  - ✓ Point of operation

- ✓ Rotary and reciprocating movements
- ✓ In-running nip points (pinch points) etc.

- Kickbacks from machine due to sudden loading and impact
- Flying chips, material etc. such as flying stone propelled by mower blade etc.
- Tool projection e.g. anvil edge, projecting object in load vehicles tec.
- Fire and explosion hazards
- Electrical hazards as a result of exposed or un-insulated life wire

Inadequate and insufficient machine guards, unsafe workplace conditions, unsafe work practices.

Fig1.Safety hazard

1.2.2 Health hazards

Health hazards are associated with long term exposure to certain substances or to excessive noise levels or vibrations. Health hazards can cause both immediate (acute) and longer-term (chronic) health effects. For example, exposure to turpentine, a chemical used in some furniture waxes and finishes, can result in a range of health effects, from temporary irritation of the eyes and skin to kidney and bladder damage.

- Sources of health hazards include:
  - ✓ Excessive Noise
  - ✓ Vibration from machine operation
  - ✓ Wood dust—carcinogens

- ✓ Chemicals—from exposure to coatings, finishing, adhesives, solvent vapours

Biological hazards

Caused by organisms such as: viruses, bacteria, fungi and parasites.

1.2.3 Chemical hazards

Solid, liquid, vapor or gaseous substances, dust, fume or mist

Fig2. Chemical hazard

1.2.4 Ergonomic hazards

Anatomical, physiological, and psychological demands on the worker, such as repetitive and, vibration, extreme temperatures, and difficult postures arising from improper work methods and improperly designed workstations, tools, and equipment.

Fig3. Ergonomic hazard

1.2.5 Physical hazards

Noise, vibration, energy, weather, electricity, radiation and pressure are physical hazard in work area.

Fig4. Physical hazards

1.3 Risk management

Risk management is the total process of identifying, measuring, and minimizing uncertain events affecting resources, human or material. Risk management involves assessment of risks associated with any work activity or trade. It is generally agreed that risks can never be entirely removed. The concept, therefore is not trying to remove all risks, but to minimize and as well as manage them. The secrets of effective risk management are in the ability to qualify and quantify risk elements objectively and reduce them to acceptable levels.

Risk is defined as the combination of the probability or possibility of an event happening and its consequences. A ‘risk’ is the likelihood that a hazard will cause a specific harm or injury to persons or damage to property. Risk can equally be defined as a function of probability of the occurrence an adverse health effect and the severity of that effect, consequential to hazards in workplaces, food, and homes.

Fig5. Risk management process

- **Risk identification**

Risk identification starts with identifying the hazard and then assessing the corresponding tendency of the hazard causing harm or wound (vulnerability of the hazard), i.e. the possible repercussions in the event of a phenomenon occurring.

- **Measuring Risk**

Risk measurement used to prove what is the likelihood of a risk occurring and if it did, what would be the impact the risk.

- **Examine alternative solutions**

Examining the solution used to know the potential ways to treat the risk and of these, which strikes the best balance between being affordable and effective. Organizations usually have the options to accept, avoid, control, or transfer a risk.

- **Implement solution**

Once all reasonable potential solutions are listed, pick the one that is most likely to achieve desired outcomes.

- **Monitor results**

Risk management is a process, not a project that can be “finished” and then forgotten about. The organization, its environment, and its risks are constantly changing, so the process should be consistently revisited.

Hazards	Risks	Safety measures/ actions
Manual handling of hand tools - knives, secateurs, loppers, crowbars, weed bags, mattocks.	Back injury Repetitive strain	Teach and remind workers of correct lifting and carrying techniques. Rotate tasks.
Lifting heavy objects incorrectly	Back injury Repetitive strain	Teach and remind workers of correct lifting technique. Rotate tasks.
Repetitive movements, bending and awkward working positions	Back/ limb injury Repetitive strain	Teach and remind workers of correct lifting technique. Rotate tasks.
Trip hazards	Injury	Warn volunteers and remove trip hazards before commencing work. Do not leave tools on path ways. Watch where one walks, and goes slowly. Mark tools with fluorescent color.

Fig 6.hazard safety measure action

Self-Check – 1	Written test

Name…… ID……

Date…….

Directions: Answer all the questions listed below.

Matching

Part A	**Part B**
1. Sources of health hazards	A. Measuring Risk
2. Bacteria	B. Biological hazards
3. used to prove what is the likelihood of a risk occurring	C. Excessive Noise

Blank space

1. Health hazards can cause both _____ and _____ health effects.
2. _____ Is the total process of identifying, measuring, and minimizing uncertain events affecting resources, human or material.

Short answer

1. Define hazard
2. Write types of work place hazard

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 2 - Reporting hazards and inadequacies in control measures with organization procedures

2.1 Introduction

The purpose of hazard reporting is to prevent accidents before they occur. Workers must be aware of their surroundings and potential hazards to reduce the risk of injury where possible.

Knowing how to report health and safety hazards in workplaces helps us to keep ourselves and others safer at work. This includes:

- Understanding hazard reporting and why we do it
- Applying flexibility to how hazards are reported
- Learning about reporting measures and tools
- Supporting managers, supervisors and co-workers to improve hazard reporting
- Knowing our reporting rights and responsibilities

2.2 Hazard reporting

Health hazards and safety hazards can be chemical, physical, ergonomic, biological, or be caused by energy machinery, material handling, or work practices. Hazard reporting is when we communicate with our supervisor after we've seen, heard or experienced something that could hurt us or someone else at the workplace. Hazard reports are often immediate but also come from inspections or even investigations.

Hazard reporting is one of the main safety rights and responsibilities that all workers have.

2.3 Importance of hazard report in work area

- To work together with the employer on safety issues
- To meet safety responsibilities for self and others
- To exercise safety rights for safety of self and others
- To meet obligations under the work are.

At work we have a duty of care for our health and safety and that of others

Flexible reporting measures can help:

- Improve levels of reporting at workplaces
- Decrease non-reporting or under-reporting
- Lessen the impact of factors such as:
  - ✓ Literacy
  - ✓ Workplace climate
  - ✓ Gender
  - ✓ Age
  - ✓ Experience
  - ✓ Work status

2.4 Method of hazard reporting

Method of Reporting hazards can be reported by the following methods:

Verbal: including spoken to the supervisor in person, on the phone, voicemail, by radio.

In writing: including forms, notes and diagrams on paper, copies of verbal and electronic reports; reporting can even be anonymous.

Electronic: including email, text, audio messaging.

In-person: including reporting face to face; either one on one, or together with co-workers.

Collaborative: employers and employees working together for proper reporting that meet workforce needs.

We can help improve hazard reporting by:

- Supporting people to report hazards at work
- Applying duty of care we have to ourselves and co-workers
- Working together to set up good reporting methods that everyone understands

Responding properly when a hazard is reported:

- listen and read carefully,

- don’t make assumptions don’t belittle or brush off,
- take it seriously follow up,
- “walk the talk”

Importance of workplace report

- Workplace training helps us understand reporting.
- Applying flexible thinking supports better measures.
- Working together supports more effective reporting.
- Hazard reporting is better when we support each other to exercise safety rights and responsibilities.

Good awareness and understanding of hazard reporting needs us to be:

- Understanding the why and how of hazard reporting
- Adaptable to the ways that hazards can be reported
- Using hazard reporting measures and tools
- Supporting all of our co-workers to improve reporting,
- Exercising our reporting rights and responsibilities

An emergency response plan should provide for a written report on each incident. The report should include:

- a general description of the incident
- source and cause of the incident
- description of the response effort
- quantity of the spill and percent recovered
- itemized clean-up costs
- recommendations for preventative and mitigative measures
- plans for upgrading emergency preparedness and response plans

Form 008 Hazard Report

HAZARD REPORT / NEAR HIT REPORT

If you are unable to rectify the hazard promptly and safely, please report it immediately.

Hazard/Near Hit Report Number: _____

Hazard/Near Hit Description: _____

_____

_____

_____

Location/Equipment:

_____

_____

Priority: High ☐ Moderate ☐ Low ☐

Reported by: _____ Date: _____

Company: _____ Phone No: _____

To be Completed by Supervisor

Action Required	Responsibility	Date Required	Dated Completed

Hazard Report Closed Out

Signed: _____ Date:_____

Position: _____

(Insert Co. Name)
Form 008 Hazard report Rev 00

Page 1 of 1

Fig7.Hazard report sample

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Short answer

1. What is Importance of hazard report in work area?
2. List function flexible reporting measures
3. Describe Method of hazard reporting
4. How hazard reporting improved?

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3 - Carrying out pre-start checks with work procedures

3.1 Introduction

Pre start checks are pretty much exactly what they sound like, they are checks made to something - most often a piece of plant, equipment or machinery. Prior to that thing being started or used; or checks made prior to doing something specific - like a day's work or specific hazardous activity.

3.2 Prestart check for first aider

Standard precautions are a set of guidelines that assist first aid officers protect themselves from accidental exposure to blood or other body fluids during the provision of first aid. Standard precautions include wearing gloves when in contact with blood and body fluids and using a disposable mask when giving rescue breaths to the unconscious casualty who shows no signs of life.

General principles for protecting procedure as a first aider:

- Wear gloves whenever there is the potential for contact with blood or other body fluids.
- Wash hands or other skin surfaces thoroughly with soap and water if they are contaminated with blood or other body fluids.
- Wash eyes with running water if they are splashed with blood or body fluids
- Avoid accidental injuries, for example, cuts from broken glass.
- Encourage the casualty to treat themselves where possible. For example, the casualty may be able to apply direct pressure to their own bleeding wound.
- Use Personal Protective Equipment (**PPE**) where available, for example, gloves, face shields, masks and goggles.
- Dispose of waste materials and sharps appropriately.

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Short answer

1. Write guidelines to protect yourself as first aider.
2. What is Standard precautions

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

LG #61	LO2 Conduct work safely

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Maintaining and using personal protective equipment
- Following work procedures and workplace instructions for ensuring safety
- Reporting Incidents and injuries to designated personnel.
- Undertaking OHS housekeeping works area

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Maintain and using personal protective equipment
- Follow work procedures and workplace instructions for ensuring safety
- Report Incidents and injuries to designated personnel.
- Undertake OHS housekeeping works area

Learning Instructions:

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

1.1 Introduction

Personal protective equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

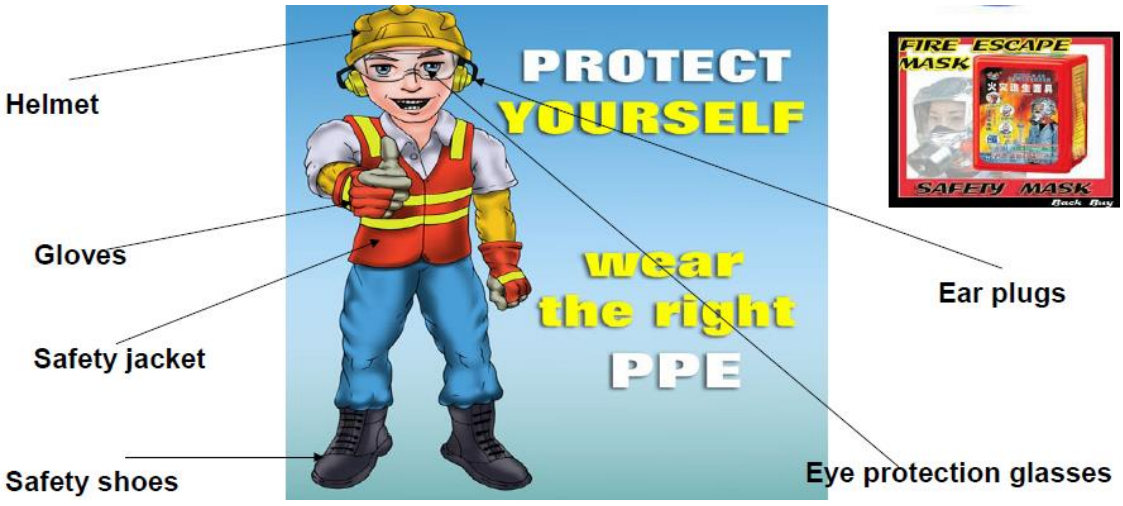

Fig8. Personal protective equipment's

1.2 Types of PPE

1.2.1 Head protection

- Frequent causes of head injuries

  ✓ Falling objects from above striking on the head.

  ✓ Bump head against fixed objects, such as exposed pipes or beams. or Accidental head contact with electrical hazards

- Classes of hard hats

CLASS G (General) Protect against impact, penetration Low-voltage electrical protection (proof-tested to 2,200 volts)

✓ CLASS E (Electrical)

- Designed for electrical/utility work

- Protect against falling objects, impact
- Electrical protection against high-voltage (proof-tested to 20,000 volts)

✓ CLASS C (Conductive)

- Designed for comfort; offers limited protection
- Protects heads that may bump against fixed objects
- Does not protect against falling objects or electrical hazards

Fig.9 Head protective equipment

1.2.2 Eye and face protection

- Common causes of eye injuries
  - ✓ Chemical splashes
  - ✓ Blood or OPIM splashes or sprays
  - ✓ Intense light
  - ✓ Dust and other flying particles
  - ✓ Molten metal splashes

Fig10. Eye protection tool

- Selecting eye and face protection – elements to consider:
  - ✓ Ability to protect against workplace hazards
  - ✓ Should fit properly
  - ✓ Should provide unrestricted vision and movement
  - ✓ Durable and cleanable
  - ✓ Allow unrestricted functioning of other PPE

1.2.3 Respiratory protection

- Elimination/substitution or Engineering controls
- Eliminate toxic material or substitute a less toxic material
- Enclose or confine operation
- General or local exhaust ventilation
- Only when engineering controls are not feasible, will respirators be used

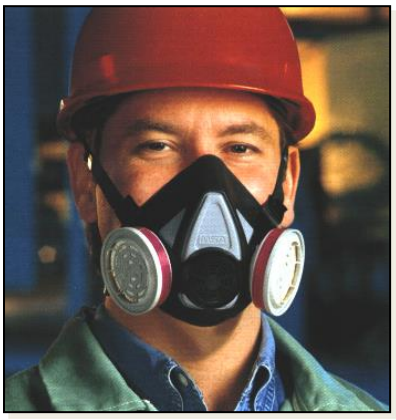

Fig11. Respiratory protection mask

- **Types of respirators**
  - ✓ **Air-Purifying (APR)** – remove contaminants from air
    - Particulate respirators
    - Chemical cartridge/ gas mask respirator
    - Powered Air-Purifying Respirator (PAPR)
  - ✓ **Atmosphere-Supplying – provide clean, breathable air**
    - Self-Contained Breathing Apparatus (SCBA)
    - Supplied-Air Respirator (SAR)

1.2.4 Hearing protection

The employer must provide ear protection when the noise level in the work area is greater than indicated in this table. Examples of hearing protection:

- Disposable foam plugs
- Molded ear plugs
- Noise-cancelling ear plugs
- Ear muffs

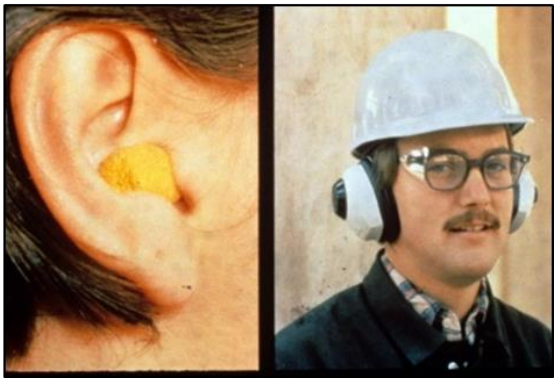

Fig12. Hearing protection equipment

1.2.5 Hand protection

- Potential hazards for hands
  - ✓ Skin absorption of hazardous substances
  - ✓ Lacerations or severe cuts
  - ✓ Punctures
  - ✓ Chemical burns
  - ✓ Thermal burns
  - ✓ Extreme temperatures

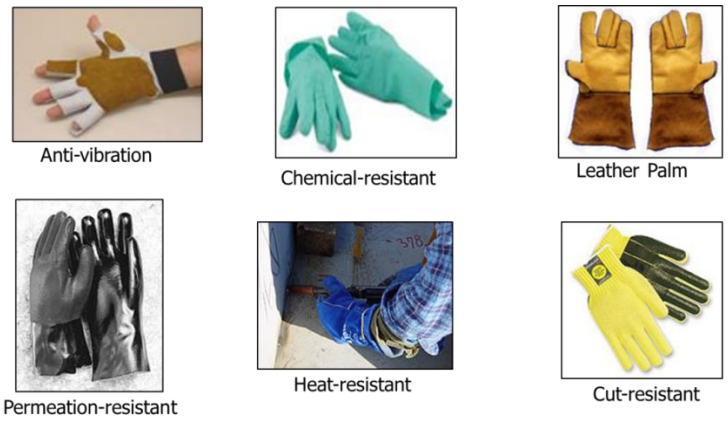

Fig13. Hand protection equipment

1.2.6 Foot and leg protection:

- Causes of foot injuries include:

  - ✓ Falling or rolling of heavy objects
  - ✓ Crushing or penetrating materials
  - ✓ Sharp objects that can penetrate the sole
  - ✓ Exposure to molten metal
  - ✓ Working on, or around, hot, wet, or slippery surfaces
  - ✓ Working when electrical hazards are present.

- Conditions requiring foot protection
  - ✓ Impacts
  - ✓ Compressions
  - ✓ Cuts/punctures
  - ✓ Chemicals
  - ✓ Temperatures

1.2.7 Body protection (protective clothing)

Provide protective clothing for those parts of the body exposed to possible injuries

Types of body protection

- ✓ Laboratory coats
- ✓ Coveralls
- ✓ Vests
- ✓ Jackets
- ✓ Aprons
- ✓ Surgical gowns
- ✓ Full-body suits

- **Selection of body protection**

Variety of materials effective against particular hazard

- ✓ Paper-like fiber – dust and splashes
- ✓ Treated wool and cotton – fire-resistant; dust, abrasions, rough/irritating surfaces
- ✓ Duck – cuts, bruises
- ✓ Leather – dry heat, flames
- ✓ Rubber, rubberized fabrics, neoprene, and plastics – certain chemicals and physical hazards

Self-Check – 1	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Choice

1. which one of the following is Common causes of eye injuries

   A. Chemical splashes
   B. Blood or OPIM splashes or sprays
   C. Intense light
   D. all

2. which one is different from others
   A. Particulate respirators
   B. Chemical cartridge/ gas mask respirator
   C. Powered Air-Purifying Respirator
   D. Supplied-Air Respirator (SAR)
3. Examples of work place eye protection includes EXCEPT

   A. Molded ear plugs
   B. Noise-cancelling ear plugs
   C. Ear muffs
   D. speaker

Short answer

1. Write types of PPE

2. What is personal protective equipment?

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 2 - Following work procedures and workplace instructions for ensuring safety

2.1 Introduction

What are Workplace safety procedures and instructions or Safe work practices are generally written methods that define how tasks are performed while minimizing risks to people, equipment, materials, environment, and processes. Safe Work Procedures are documented procedures for performing tasks.

2.2 Purpose of Workplace safety procedures and instructions

Safe Work Procedures are documented procedures for performing tasks. The purpose of a safe work procedure is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury by ensuring that employees know how to work safely when carrying out the tasks involved in their jobs. Safe work procedures may also be called safe work method statements (SWMS).

2.3 Types of workplace safety procedures and instructions

Handling chemicals – these involves procedures on how to handle chemicals in workplace where these are used.

Lifting and moving objects – are procedures that pertain to how objects are to be lifted and moved safely and without strain to the person or worker.

Working at heights – these are procedures that underscore what a worker must observe to keep himself safe while working in an elevated structure or environment.

Slips, trips and falls – are procedures that pertain to safety procedures that should be in place to prevent slips, trips and fall accidents in the workplace.

Housekeeping – are procedures that pertain to how housekeeping activities should be done while keeping in mind safety, health and well-being of workers in a facility or workplace.

Electrical equipment – these are safety procedures that pertain to the installation, repair and maintenance of electrical equipment.

2.4 Workplace procedure and instruction

Before doing anything in workplace it's mandatory to apply the necessary procedure and instruction according to the work area guidelines. The following guidelines are taken as the sample of procedure and instruction

- All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the safety officer.
- Clothing shall be appropriate to the duties being performed. Long pants, a clean neat shirt and steel toed shoes are the minimum requirements.
- Hard hats and safety vests are provided for all warehouse staff and must be worn at all times in the warehouse, loading or unloading of vehicles in the yard.
- Running is not permitted except in extreme emergencies.
- Smoking is not permitted in any part of the warehouse or office. You may only smoke in designated areas.
- Visitors and customers are to be escorted by staff while on company property.
- Hand tools are to be used for their intended purpose only.
- Only licensed personnel may operate forklifts or other warehouse equipment and must wear a seatbelt while doing so.
- Riding on equipment is prohibited except where designated for operator.
- Horseplay, fighting or tomfoolery is strictly prohibited on Your Company
- Name premises.
- All spacers are to be of equal proportion and undamaged. Damaged spacers are dangerous.
- Open lifts are to be stored on the floor or in assigned bunks. Do not stack an open lift; this act will result in disciplinary action up to and including dismissal. All lumber lifts must be banded.
- Only solid spacers are to be used on lumber products, no particle board spacers.
- All bunked products will be placed securely in the bunks.
- All spills will be immediately cleaned up and reported.
- Drawers and filing cabinets will be kept closed when not in use.

- Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.
- Lifts and clutter will be cleaned up before the end of your workday.
- Walkways are to be kept clear at all times.
- Do not unload a truck alone under any circumstances, if someone cannot help you then wait or call someone else for help. (Applies on and off Company Name property).

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Short answer

1. Define work place safety procedure and instruction
2. Write Purpose of Workplace safety procedures and instructions
3. List Purpose of Workplace safety procedures and instructions

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3 - Reporting Incidents and injuries to designated personnel

3.1 Introduction

An incident is an event that could lead to loss of, or disruption to, an organization's operations, services or functions. Incident management is a term describing the activities of an organization to identify, analyze, and correct hazards to prevent a future re-occurrence. An occupational injury is bodily damage resulting from working. The most common organs involved are the spine, hands, the head, lungs, eyes, skeleton, and skin. Occupational injuries can result from exposure to occupational hazards (physical, chemical, biological, or psychosocial), such as temperature, noise, insect or animal bites, blood-borne pathogens, aerosols, hazardous chemicals, radiation, and occupational burnout.

3.2 Incident report

An incident report is a tool that documents any event that may or may not have caused injuries to a person or damage to a company asset. It is used to capture injuries and accidents, near misses, property and equipment damage, health and safety issues, security breaches and misconducts in the worksite.

An incident report can be used in the investigation and analysis of an event. It includes the root cause and corrective actions to eliminate the risks involved and prevent similar future occurrences. Incident reports can also be used as safety documents that indicate potential risks and uncontrolled hazards found in the worksite.

- An incident report can be used by:
  - ✓ An authority to create a report of an incident
  - ✓ An employee to report an incident he/ she has witnessed
  - ✓ A member of the organization to raise awareness about an incident that has occurred in the worksite.

Incident reporting is the process of documenting all worksite injuries, near misses, and accidents. An incident report should be completed at the time an incident occurs no matter how minor an injury is. This article covers an in-depth explanation of the incident reporting procedure and the types of events you should report.

3.3 Main Benefits of Incident Reporting at Work

Incident reporting has already been an established idea that is initially intended to promote and improve safety in the worksite. However, most of the employees still do not comply with this protocol. The management and their employees should know why incident reporting can not only improve an organization's safety but also help the business to stand out from others and most importantly, can help create a sound and healthy working environment and culture for workers.

- **Immediate Reinforcement of Actions**

In an event when an incident happened at work, documenting and reporting the details to the management can induce the immediate and necessary measures to be taken.

- **Hazards and Threats Communication and Awareness**

Communicating threats, risks, and hazards to all concerned and affected employees in an organization help raise awareness of dangers that occur. Doing so will help leaders and supervisors to ensure preventive measures are in place in case things should go wrong.

- **Continuous Improvements of Processes**

An incident report provides a clear picture of what an organization should focus on resolving. It also gives valuable insights into what processes need to be changed, improved, or eliminated. This also helps the management to implement new policies and regulations to be able to determine the efficacy of these changes to safety and quality. This could also mean critical assessments of whether the employees would need more skills training or better equipment provision.

Generally, an incident is defined as any event, condition, or situation which:

- ✓ Causes disruption or interference to an organization
- ✓ Causes significant risks that could affect members within an organization
- ✓ Impacts on the systems and operation of worksites
- ✓ Attracts negative media attention or a negative profile for the worksite

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. What is an incident?
2. Write use of reporting incidents
3. Who use incident report?

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 4 - Undertaking OHS housekeeping in works area

4.1 Introduction

Housekeeping is one of the major things in reducing risks that formed in working area. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. Good housekeeping is also a basic part of incident and fire prevention. Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. Housekeeping is not just cleanliness. Effective housekeeping is an on-going operation: it is not a one-time or hit-and-miss clean-up done occasionally. Periodic "panic" clean-ups are costly and ineffective in reducing incidents.

4.2 purpose of housekeeping for OHS

Poor housekeeping can be a cause of incidents, such as:

- Tripping over loose objects on floors, stairs and platforms
- Being hit by falling objects
- Slipping on greasy, wet or dirty surfaces
- Striking against projecting, poorly stacked items or misplaced material
- Cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

Self-Check –4	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. Write the result of poor housekeeping in work area

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

LG #62	LO3. Participate in OHS consultative activities

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Applying knowledge of roles and responsibilities of OHS representatives and committees
- Making constructive contribution to workplace meetings and inspections
- Raising OHS issues with designated personnel
- Providing Input to improve workplace OHS systems and processes

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Apply knowledge of roles and responsibilities of OHS representatives and committees
- Make constructive contribution to workplace meetings and inspections
- Raise OHS issues with designated personnel
- Provide Input to improve workplace OHS systems and processes

Learning Instructions:

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

Information Sheet 1 - Applying knowledge of roles and responsibilities of OHS representatives and committees

1.1 Introduction

The elected health and safety representative has a crucial role to play when it comes to achieving healthy and safe workplaces. Above all, the role of the elected health and safety representative is one of representation - not one of responsibility for meeting workplace health and safety duties.

1.2 Roles and responsibilities of occupational health and safety committee

Establishing a health and safety committee provides a forum for discussing worker health and safety issues across the entire workforce. Committees can implement procedures to decrease workplace hazards. While these committees are not required under the Work Health and Safety (WHS) laws, they are a recommended method for identifying and resolving safety concerns.

1.2.1 Role of occupational Health and Safety Committee

The HSR represents the interests of a work group. This may include workers in the same department or who carry out similar work. HSCs are responsible for the health and safety of the entire workforce.

The role of work health and safety committee members is to address and resolve WHS issues. The functions of the HSC include:

- Facilitating cooperation between the employees and the employer
- Allowing members to instigate, develop, and implement health and safety control measures
- Formulating, reviewing, and disseminating safety standards and procedures
- Following any additional functions agreed upon by the committee and the employer

The role of the WHS committee members doesn't replace the role of the HSR. Representatives continue to represent a workgroup. They can still direct unsafe work to stop and issue a provisional improvement notice (PIN) if they believe that a WHS Act has been breached.

The committee is focused on the entire organisation. Within the committee, a member who is also an HSR has an opportunity to address the issues that he or she

has identified. The committee can act as an appropriate forum to ensure that these issues are resolved.

1.2.2 Responsibilities WHS Committee

Safety committees have several responsibilities. Their primary purpose is to facilitate cooperation between departments, managers, and workers to identify, address, and resolve health and safety concerns. However, there are additional health and safety committee responsibilities.

The HSCs should meet at least every three months and provide a reasonable amount of time to discuss all health and safety matters. During these meetings, the committee may perform several different functions to carry out their responsibilities. The HSCs may address WHS issues using some of the following methods:

- Provide a forum for committee members to discuss WHS issues
- Develop plans or procedures to resolve the identified issues
- Recommend corrective actions to reduce hazards
- Address any additional health and safety issues
- Evaluate reports submitted by the HSRs

Besides meeting every three months, the HSCs need to provide members with the following:

- Time to attend the meetings and complete their functions as committee members
- Normal pay for the time spent at the meeting and completing HSC functions
- Access to requested information about risks and hazards at the workplace
- Reports related to worker safety to help address WHS concerns

These committees are not a requirement unless workers or HSRs request the formation of an HSC. However, HSCs offer one of the most effective ways to ensure that safety concerns are addressed. Through these committees, businesses can work with their staff to promote safer working conditions.

An Occupational Health and Safety Representative (OHS Representative) helps the employer and workers to improve health and safety in the workplace by identifying and resolving health and safety concerns. OHS representatives are required in workplaces with five to nine workers who are engaged in activities that are considered highly hazardous by the regulations.

1.3 Responsibilities of OHS Representatives

Some of the responsibilities include:

- Providing a channel of communication between the employers and workers;
- Conducting regular inspections and talking with workers about their health and safety concerns;
- Participating in reportable incident investigations (both accidents and dangerous occurrences);
- Assisting the employer with the development of safety procedures, policies, and programs; and
- Meeting with the employer regularly to discuss concerns.

The employer must keep written records of meetings with the OHS representative and ensure that they are readily available to both workers and Occupational Health Officers.

1.4 Role and responsibilities of OHS manager

Understanding what a health and safety manager does depends on a number of factors; for example, day-to-day tasks will vary depending on the industry they work in, the size of the company they work for and which topics they specify in.

Health and safety managers' roles and responsibilities can include, but are not limited to:

- Monitoring health and safety risks and hazards in the workplace
- Advising employees on how to minimise or ultimately avoid risks and hazards in the workplace
- Ensuring the business is legally compliant with all health and safety legislation
- Working with and training all employees to manage, monitor and improve the health and safety standards in the workplace
- Being responsible for all safety inspections in the workplace (for example, monitoring noise levels in a warehouse)
- Assisting with the creation and management of health and safety monitoring systems and policies in the workplace
- Managing emergency procedures (such as fire alarm drills) and organising emergency teams such as fire marshals and first aiders
- Offering general health and safety advice to all employees

The degree of responsibility of a health and safety manager ultimately depends on the industry or environment they work in. For example, duties as a health and safety manager on a construction site will vary to that of a health and safety manager in an office block. However, the core responsibilities of all health and safety professionals are similar.

1.5 Role and responsibilities of OHS supervisor

Supervisors are responsible for a great deal of what goes on day to day in the workplace; it's not just a position that solely assigns tasks. Supervisors must ensure a safe and healthful workplace for employees. Employees must be able to report unsafe or un healthful workplace conditions or hazards to a supervisor without fear of reprisal. The following is a list of primary responsibilities that supervisors have in the area of occupational safety and health for all employees under their supervision.

1.5.1 Conducting orientation and training of employees

Train and instruct employees so they can perform their work safely. Know what personal protective equipment is needed for each task and how this equipment must be properly used, stored and maintained.

1.5.2 Enforcing safe work practices

It's the supervisor’s responsibility to enforce safe work practices and procedures; failure to do so is an invitation for accidents to occur.

1.5.3 Correcting unsafe conditions

Supervisors' must take immediate steps to correct unsafe or un healthful workplace conditions or hazards within their authority and ability to do so. When an unsafe or un healthful workplace condition or hazard cannot be immediately corrected, the supervisor must take temporary precautionary measures. Supervisors must follow-up to ensure that corrective measures are completed in a timely manner to address the hazard.

1.5.4 Preventing lingering unsafe or un healthful workplace conditions

Many near miss incidents are caused by unsafe or unhealthful workplace conditions or hazards. It's the supervisor's responsibility to train and periodically remind

employees of what to look for and how to correct or report unsafe conditions or hazards. If a hazard is identified, the supervisor must act.

1.5.5 Investigating Workplace Accidents

Supervisors are responsible for conducting accident investigations and for ensuring that all occupationally injured employees report to the Occupational Medical Service (OMS) immediately.

1.5.6 Promoting Quick Return to Work

Employees must be encouraged to return to work as soon as possible. The longer an employee is away from work, the less likely he or she will actually return. When possible, light or limited duties should be identified and considered, to assist in returning the employee to work.

1.6 Employer responsibilities

The following is a short summary of key employer responsibilities:

- Examine workplace conditions to make sure they conform to applicable OSHA standards.
- Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- Use color codes, posters, labels or signs to warn employees of potential hazards.
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements.
- Employers must provide safety training in a language and vocabulary workers can understand.
- Employers with hazardous chemicals in the workplace must develop and implement a written hazard communication program and train employees on the hazards they are exposed to and proper precautions (and a copy of safety data sheets must be readily available). And Provide medical examinations.

Self-Check – 1	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Write the role and responsibility of the following personnel in work area

1. Committee
2. Supervisor
3. Manager
4. Employer

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 2 - Make constructive contribution to workplace meetings and inspections

2.1 Introduction

A meeting is a gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement. Workplace meetings are typically defined as three or more individuals coming together to discuss a work-related matter. They are typically scheduled in advance, last between thirty and sixty minutes, and can be conducted face-to-face, in distributed contexts, or in a combination of forms.

2.2 The purpose of workplace meetings

Workplace meetings are an important element of business management. Meetings enable you and your employees to communicate and share information, solve problems or resolve disputes, improve performance, build teamwork and move projects forward.

If we don't have such meetings we don't know what is going on around us, we don't have the opportunity to learn new skills and progress in the job and we don't have the chance to give our own ideas and suggestions.

2.3 Importance of safety meeting in work area

- Safety meetings encourage safety awareness.
- Safety meetings get employees actively involved.
- Safety meetings motivate employees to follow proper safety practices.
- Safety meetings can help to nip safety hazards in the bud.
- Safety meetings introduce workers to new safety rules, equipment and preventive practices.
- Safety meetings provide vital information on accident causes and types.

One way to improve your listening skills is to listen for specific information. In particular listen for information and decisions that you will need to act on. During a meeting you need to think about:

- ✓ why the meeting has been called
- ✓ what new information is being given
- ✓ how this information will affect the way you do your job
- ✓ what decisions are being made in the meeting
- ✓ Who needs to act on these decisions.
- ✓ It is often helpful to write a few notes during the meeting to remind you of what you need to do following the meeting.

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Short answer

1. Define Meeting
2. Define Workplace meeting
3. List Importance of safety meeting in work area

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3- Raise OHS issues with designated personnel

3.1 Introduction

When addressing workplace health and safety issues, the following people must be included in discussions:

- The employer or their representative,
- Who is not a health and safety representative and
- Has appropriate seniority and is sufficiently competent to act on their behalf employees affected by the issue, or the HSR of the employee's affected by the issue.

Individuals and groups in any workplace have an important role in raising OHS issues or requesting health and safety information and data. Both employers and employees may initiate these actions.

3.2 Consultation and risk management

To participate constructively in the consultative process for managing OHS, employees need information and training on work hazards they may face, and in relevant strategies for protecting health and safety. Without this information and training, workers will not be able to play an effective role in identifying, assessing and controlling OHS risks.

They also need to be given information on the employer's duty of care in maintaining a working environment and work practices which do not present risks to workers' health or safety.

Another important pre-requisite for participation in consultative procedures is that workers must be assured that they will not dismissed or otherwise disadvantaged by exercising their functions as OHS representatives or committee members, or for reporting health and safety problems to their supervisors.

3.3 Agreed procedures

There must be consultation and agreement between the employer, HSRs and employees to achieve an 'agreed issue resolution procedure' for health and safety issues. The agreed procedure should provide practical guidance and must be able to facilitate resolution of health and safety issues in a workplace.

The agreed procedure must:

- be genuinely agreed between the employer, and the HSRs and employees
- describe a process to follow to resolve issues
- include a way to facilitate the resolution of issues
- be in place for the purpose of resolving health and safety issues

3.4 Consultation action and feedback

To ensure the on-going effectiveness of consultative arrangements employees must receive feedback to the issues they raise and the suggestions they make. If this doesn't happen, the whole process can lose credibility and lead to a reduction in commitment to the consultative arrangements.

For effective consultation, it is essential that:

- relevant information is shared
- employees have the opportunity to express their views, and
- The employer takes those views into account.

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. There must be consultation and agreement between the _____, _____and , _____ to achieve an 'agreed issue resolution procedure' for health and safety issues.

2. For effective consultation, it is essential that:

1._____

2._____

3._____

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 4- Providing Input to improve workplace OHS systems and processes

Employers have a legal responsibility under to provide a safe and healthy workplace and to inform workers about any risks that may be present in carrying out their jobs. For example, technical and farm assistants working in an agricultural research organisation may be required to use the hydraulic corer to take soil samples. Therefore, they must be trained in how to use the corer safely, be instructed about any risks associated with coring, such as exposure to noise, and be provided with personal protective equipment (PPE) and trained in its use.

On the other hand, employees are also responsible for raising OHS issues or requesting information or data that is relevant to their workplace. For example, a laboratory worker who has noticed that the extraction fan in the fume hood isn't working should raise this OHS issue with their supervisor, or organise maintenance and tag the equipment to alert others to the fault.

An employee may request further training or OHS information from their employer. On the other hand, their expertise may allow them to recommend to their supervisor or employer a safer or more effective way of managing risks. For example, a kitchen hand browsing in a catering supply company noticed a new slip-in cuff product that could be worn over the hands to reduce the risks in handling hot cooking pots. This OHS idea was conveyed to management.

This exchange of information is the essence of workplace OHS consultation.

Self-Check – 4	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. Training the employers is not input in OHS system
2. In OHS ppe is not used

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

LG #63	LO4 Follow emergency response procedures

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Identifying and reporting emergency situations.
- Following organization procedures for responding to emergencies
- Minimizing immediate risk to health and safety of self, casualty and others
- Assessing casualty and identifying injuries, illnesses and conditions.
- Assessing the need for assistance

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Identify and reporting emergency situations.
- Follow organization procedures for responding to emergencies
- Minimize immediate risk to health and safety of self, casualty and others
- Assess casualty and identifying injuries, illnesses and conditions.
- Assess the need for assistance

Learning Instructions:

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

Information Sheet 1- Identifying and reporting emergency situations

1.1 Introduction

Emergency is an accidental situation involving the release or imminent release of dangerous goods or other substances that could result in serious adverse effects on the health and/or safety of persons or the environment. An emergency may be the result of man-caused or natural occurrences such as, but not limited to, process upsets, uncontrolled reactions, fires, explosions, threats, structural failures, tornados, earthquakes, floods, and storms.

1.2 Types of Emergencies

There are three types of emergencies:

- Internal
- External
- Natural disaster

1.2.1 Internal Types of Emergencies

An external disaster is an event that impacts a facility when demand for services go beyond available resources.Internal emergency factors include:

- Medical emergency
- Plant and equipment malfunction, collapses, etc.
- Fire and/or explosion
- Hazardous material spills and leaks
- Machinery/equipment misuse
- Violence or sabotage

1.2.2 External Types of Emergencies

An internal disaster is an event that happens within the facility that poses a threat to interrupt the environment of care. External emergency factors include:

- Spills and leaks
- Transportation accidents
- Toxic release

- Fire and explosion
- Assaults and insurrection and Utility malfunction

1.3 Reporting Emergency

The following step guide to completing an accident report and investigation. Each step lists what information should be gathered or examples of questions you should be asking yourself when completing that step of the accident reporting process.

- **Record Personal and Contact Details**
  - ✓ First name
  - ✓ Last name
  - ✓ Contact phone number
  - ✓ Email Address
  - ✓ Home Address
  - ✓ Reason for being at the location
  - ✓ Sex
  - ✓ Age or Date of Birth
  - ✓ Occupation
  - ✓ Employee Number

- **Record Your Contact Details and Information**
  - ✓ First name
  - ✓ Last name
  - ✓ Position
  - ✓ Contact phone number
  - ✓ Email Address
  - ✓ Employee Number
- **Record Accident Details**
  - ✓ The date of the accident
  - ✓ The time of the accident

Self-Check – 1	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. (15 pts. for each)

1. Define emergency
2. List types of emergency
3. Write steps to report emergency

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 2- Following organization procedures for responding to emergencies

2.1 Introduction

The implications of not following correct emergency procedures can be deadly serious. It is important that whatever procedure has been put in place by your organisation or workplace is followed.

Evacuation is usually required in the case of fire, widespread smoke, and hazardous substances spillage or bomb threat.

2.2 Fire emergencies preventing procedure

The ability of fire to ignite and spread makes it one of the most feared emergency incidents a person may have to face. More people suffer from the effects of smoke inhalation than from the flames and heat of the fire itself.

Even with the best intentions of prevention, fires can still occur in the workplace.

Three factors are needed for a fire to occur:

- Fuel: any solid, liquid or gas that can burn
- Oxygen: from the air and also from chemical reactions
- Heat: flames, sparks, cigarettes etc.

If you discover a fire, remember the six steps to safety:

- sound the alarm immediately
- tell everyone to get clear
- advise the fire brigade
- fight the fire—if you have been trained to do so
- evacuate the building
- Do not re-enter the building until the all clear has been given by the fire brigade.

For electrical fires, remember to turn off the power.

Here's what to do in case of a fire.

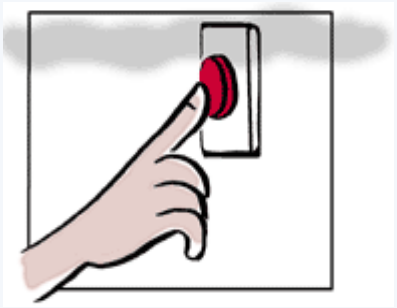

Figure 5a: Sound the alarm

Figure 5b: Tell others

Figure 5c: Advise the fire brigade

Figure 5d: Fight the fire if trained to do so

Figure 5e: Evacuate

Figure 5f: Stay clear of the building

Fig14.fire removing process

2.2.1 Fire extinguishers

Is a tool that used to prevent or reject fire emergency in different work places. Extinguishers are colour-coded so that you can easily identify them. Extinguishers that contain water, for example, are colour-coded red. This is important to know because you cannot use water to put out fires involving live electrical equipment. You could get electrocuted.

Remember that a fire extinguisher is only the first step in fire fighting. All small fires can quickly become big fires and an extinguisher is no substitute for the fire brigade. The table below lists the main types of extinguishers, their colour codes and their special uses.

- **Components of extinguishers**

While there are many different types of fire extinguishers – water, dry chemical, foam, clean agent, etc. – for the most part, they have the same or very similar parts with which to operate them.

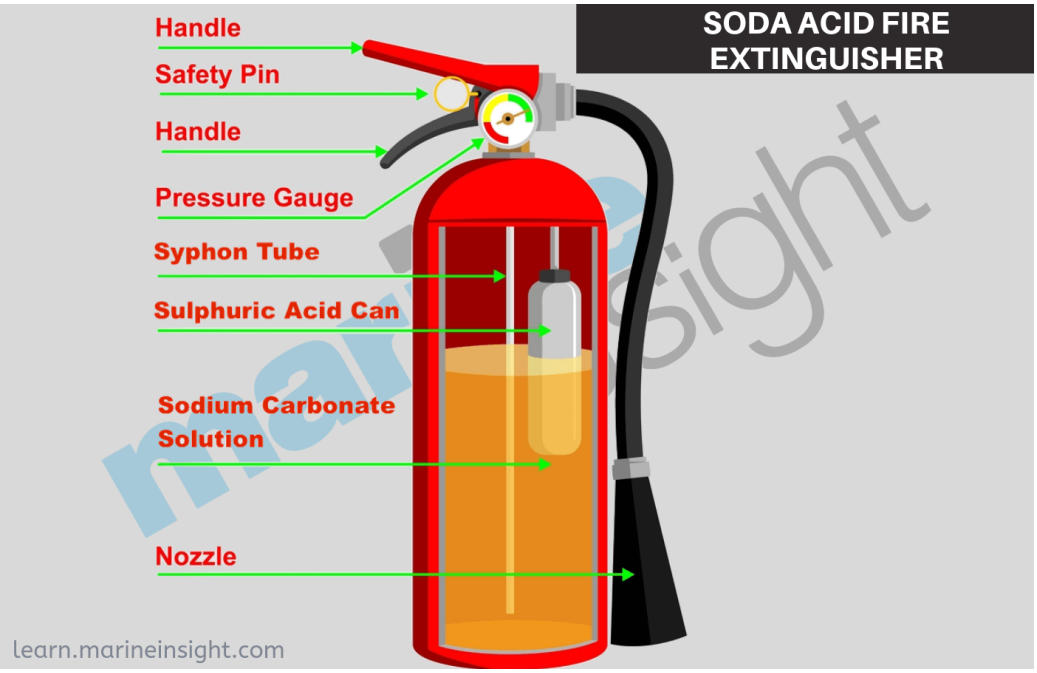

Fig Parts of fire extinguisher

In general, regardless of the class of extinguisher and the type of extinguishing agent they may contain, you can expect a fire extinguisher to have a:

- Cylindrical Tank
- Valve
- Carry Handle
- Operating Lever
- Pull Pin
- Tamper Seal
- Extinguishing Agent and Propellant
- Pressure Gauge
- Discharge Hose
- Discharge Nozzle
- Instruction Label
- Monthly inspection tag
- Annual inspection tag

Each of these parts has a vital role to play, and some work together to perform one main function of the extinguisher.

2.3 Hazardous substance emergencies

In a hazardous substance or dangerous goods emergency the guidelines for employees are to:

- Remain upwind of the incident scene
- Identify the type of incident (i.e. Spillage, fire, explosion)
- Determine if anybody is injured, ensuring they are not at risk themselves
- If possible, identify the hazardous substance or dangerous good involved including its chemical name.
- Notify emergency services.

2.4 Security in an emergency

During an emergency, it is often necessary to secure the area to prevent unauthorized access and to protect vital records and equipment. An 'off-limits' must be established by cordoning off the area with ropes and signs. It may be necessary to notify local police or employ security personnel to isolate the area and prevent the entry of unauthorized personnel.

2.5 Blood and body substance spill

In the event of spills of blood or body substances, staff involved in the management of spills must immediately:

- Minimise traffic around the spill area
- Don personal protective equipment
- Use appropriate equipment to remove broken glass/sharps to prevent injury
- Confine and contain the spill by using paper towels or disposable absorbent material to absorb the bulk of the blood or body substances
- Treat contaminated disposable items as clinical waste
- Place laundry items soaked with blood and body substances in a leek proof bag and cleeaning

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. What is fire extinguisher
2. list components of fire extinguisher
3. write the importance of guidelines for employees in hazardous substance

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3- Minimizing immediate risk to health and safety of self, casualty and others

3.1 Introduction

Risk is the possibility that somebody could be harmed by these and other hazards and the indication of how serious the harm can be. Risk factor is a variable associated with an increased risk of disease or infection. Or any attribute, characteristic or exposure of an individual that increase the likelihood of developing a disease or injury.

3.2 Minimising immediate risk

A risk is the probability of a hazard that results in injury or illness. We need to ask ourselves how likely it is that this particular situation could occur and how serious it could be.

There's not much point identifying and reporting a chair with a broken leg if that chair is going to remain where it is. We need to take a further step and minimise the immediate risk by removing the chair to prevent people from sitting on it and falling over.

3.3 Types of immediate risks

Generally, risks may include:

- worksite equipment, machinery and substances
- environmental risks
- bodily fluids
- further injury to the casualty

Duties under the Work Health and Safety should be met by developing and implementing policies and procedures to minimise the risk of workplace transmission of infectious diseases.

Documented policies and procedures on infection control in first aid should at least cover:

- standard precautions
- hygiene
- management of a blood or body substance spillage
- waste management
- sharps management
- laundry management
- cleaning, disinfecting and sterilising first aid equipment

- immunization
- PPE, and
- Management of skin penetrating injuries and other blood or body substance exposures

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. 10 pts.

1. Define risk
2. Write types of risk

Note: Satisfactory Rating: - 10 points **Unsatisfactory: - below 10 points**

You can ask you teacher for the copy of the correct answers.

Information Sheet 4- Assessing casualty and identifying injuries, illnesses and conditions

4.1 Introduction

The best method for assessing a casualty in an emergency situation is to perform a quick primary survey followed by a more thorough secondary survey.

A primary survey is a quick assessment of a casualty to find and correct any life-threatening issues. It often follows a structure such as DR ABC (or DRSABC). This involves checking the following things:

- Danger – any hazards to yourself or bystanders?
- Response – is the casualty unconscious?
  - ✓ Shout for help – if they are unconscious, shout for further help but do not leave their side
- Airway – open the airway by tilting the head back and lifting the chin
- Breathing – check for normal breathing for up to 10 seconds
- Circulation – perform CPR and use a defibrillator if the victim isn't breathing

A primary survey should be carried out to assess all casualties.

Once a primary survey has been performed, you can move onto a more thorough secondary survey. It may not be possible to perform a secondary survey if there are problems with the primary survey. For example, performing CPR takes priority over performing a secondary survey.

The secondary survey involves:

- History – finding out the history of the incident / illness from the casualty or bystanders
- Examination – looking for visual clues
- Vital signs / observations – if trained, recording relevant observations

4.2 Work place injuries

All kinds of injuries can occur in the workplace, which can cost both the employer and the employee valuable time and money.

There are 5 most common workplace injuries and offer some safety tips to help you prevent them from occurring.

4.2.1 Trips, Slips and fall

Slips, trips and falls account for one third of all personal injuries in the workplace, and they're a top cause of all workers' compensation claims. The types of injuries incurred include head, back and neck injuries, broken bones, cuts, sprains and pulled muscles.

The most common reasons for falls in the workplace are:

Slips: Occasional spills, wet or oily surfaces, weather hazards like icy steps or walkway, and loose rugs.

Trips: Poor lighting, clutter, wrinkled carpeting or mats, uncovered cables, and uneven walking surfaces.

There are 3 keys to preventing these types of workplace accidents:

- ✓ good housekeeping,
- ✓ quality walking surfaces and
- ✓ Proper footwear.

Beyond that, employees should be encouraged to report areas where clutter, obstruction, spillage or damage has occurred.

4.2.2 Being struck by or caught in moving machinery

Accidents can happen to anyone working with heavy machinery although they are more common in factories, with farm equipment, and construction equipment. Machinery that's not properly guarded is a safety hazard. When body parts get caught in or struck by exposed moving parts or flying objects from machines without protective guards, the results are often times disastrous. The long and horrifying list of machinery related injuries includes crushed hands and arms, severed fingers, blindness and even worse.

4.2.3 Vehicle Related Accidents

Where there are vehicles of any kind, there's the potential for accidents. These include being struck or run over by a moving vehicle, falling from a vehicle, being struck by objects falling from a vehicle and getting crushed by or stuck under an overturned vehicle.

Avoiding these types of accidents begins with assessing who's at risk, as well as where and when these accidents most commonly occur. Only then are prevention measures more

easily established. Focus on workplace design, ensuring all layout routes always segregate pedestrians and vehicles and make any obstructions clearly visible. Directions, speed limit and priority signs are also helpful.

4.2.4 Fire and Explosions

Explosions and fires in the workplace are frequently caused by risk factors such as faulty gas lines, improperly stored combustible materials or open flames. The resulting injuries incurred include damage to the respiratory system, varying degrees of burns and even potential disfigurement.

There are 4 types of injuries commonly associated with fire accident:

Primary Blast: These occur due to the effects of pressure on body tissues, affecting ears, lungs.

Secondary Blast: This occurs when flying objects strike nearby workers.

Tertiary Blast: High-energy explosions can lift someone off the ground.

Quaternary Blast: Everything else that happens as a result of an explosion, such as crush injuries, burns and inhalation of toxic substances.

4.2.5 Repetitive Stress and Overexertion Injuries

Musculoskeletal disorders are the most costly workplace injuries. Repetitive Stress Injuries (RSIs) are the fasting growing category of workplace injury.

Causes for these types of injuries include:

- **Improper Lifting or Manually Lifting Heavy Objects**

You've heard it a million times, lift with your knees, not your back. Especially objects weighing over 50lbs without the assistance of a co-worker or lifting device.

- **No Breaks**

With repetitive work, short breaks should be required or the work may eventually result in wear and tear on the body.

- **Intensive Keying**

Constant typing and clicking strains muscles and tendons.The key to preventing these injuries is ergonomics! Ergonomics is the science of adjusting the job to fit the body's needs and provides injury prevention solutions that are simple and relatively inexpensive.

Self-Check – 4	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. (5 pts. for each)

3. What is the best way to asses assessing casualty condition
4. Write the way to prevent these trip workplace accidents
5. List most common workplace injuries
6. What are 4 types of injuries commonly associated with fire accident

Note: Satisfactory Rating: - 20 points Unsatisfactory: - below 20 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 5- Assessing the need for assistance

5.1 Introduction

First Aid Needs Assessment Employers are required to carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.

In assessing their needs, employers should consider the:

- Nature of the work and workplace hazards and risks
- Size of the organisation
- Nature of the workforce
- Organization's history of accidents
- Needs of travelling, remote and lone workers
- Work patterns
- Distribution of the workforce
- Remoteness of the site from emergency medical services
- Employees working on shared or multi-occupied sites
- Impact and coverage due to annual leave and other absences of first aiders and appointed persons
- First-aid provision for non-employees
- occupational health monitoring

In general, the type of first aid facilities required for assistance in a workplace is determined by many factors, such as:

- The laws and regulation of the state or territory in which it is located
- The type of industry concerned; for example, industries such as mining may have specific industry regulations detailing specialized instructions.
- The type of hazards present in the workplace.
- The number of employees in the workplace.
- The number of different locations that the workplace is spread over.

Self-Check – 5	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. Which one of the following is not considered in assessment of needs

A. Size of the organisation

B. Nature of the workforce

C. Organization's history of accidents

D. none

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Operation sheet -1	Techniques of operating fire extinguisher

1.1 Pull (Pin) Pull pin at the top of the extinguisher, breaking the seal. When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test the extinguisher. (Aiming away from the operator) This is to ensure the extinguisher works and also shows the operator how far the stream travels

1.2 Aim Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire.

1.3 Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles.

1.4 Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames. After an A Class fire is extinguished, probe for shouldering hot spots that could reignite the fuel.

LAP Test	Practical Demonstration

Name_____ Date _____

Time Started _____ Time finished _____

Instruction:- Use necessary materials and equipment and perform the following tasks with in 1hr.

Task 1:- Operate fire extinguisher

LG #64	LO5 Apply identified first aid procedures

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Determining and explaining the nature of casualty's injury
- Consent from casualty for applying first aid management.
- Respond to the casualty in a culturally aware, sensitive and respectful manner.
- Using first aid procedures with established first aid principles
- Safe manual handling techniques

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Determine and explain the nature of casualty's injury
- Consent from casualty for applying first aid management.
- Respond to the casualty in a culturally aware, sensitive and respectful manner.
- Use first aid procedures with Established first aid principles
- Safe manual handling techniques

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

Information Sheet 1- Determining and explaining the nature of casualty's injury

1.1. Introduction

An injury is damage to your body. It is a general term that refers to harm caused by accidents, falls, hits, weapons, and more. Wounds are injuries that break the skin or other body tissues. They include cuts, scrapes, scratches, and punctured skin.

1.2. Nature of casualty's injury

There are different kinds of injury in work place that faced during process the detail injury explained bellow:

1.2.1 Abdominal injuries

Injuries to the abdominal region require prompt medical aid. If the liver, spleen or pancreas is damaged, profuse internal bleeding can occur. Injury to the bowel can cause the contents to spill into the abdominal cavity causing infection.

1.2.2 Crush injury

A crush injury occurs when force or pressure is put on a body part. This type of **injury** most often happens when part of the body is squeezed between two heavy objects.

1.2.3 Eye injuries

Eye pain refers to damage caused by a direct blow to the eye. The pain may affect not only the eye, but the surrounding area, including adjacent tissue and bone structure.

1.2.4 Head injuries

A head injury is any trauma to the scalp, skull, or brain. The injury may be only a minor bump on the skull or a serious brain injury.

Head injury can be either closed or open (penetrating).

- Closed head injury means you received a hard blow to the head from striking an object, but the object did not break the skull.
- An open, or penetrating, head injury means you were hit with an object that broke the skull and entered the brain.

1.2.5 Head injuries

An accident that caused by head injuries include:

- Concussion, in which the brain is shaken, is the most common type of painful brain injury.
- Scalp wounds.
- Skull fracture

1.2.6 Minor skin injuries

Injuries to the skin anywhere on the body surface includes cuts, scratches, scrapes, bruises and swelling

1.2.7 Neck and spinal injuries

In providing first aid management you should always be aware of the potential for damage to the spinal cord. Possible head, neck and spinal damage can occur in nearly any situation but particularly where there has been serious impact, such as in a machine accident or a fall from some height.

1.2.8 Needle stick injuries

Needle stick injuries are wounds caused by needles that accidentally puncture the skin. Needle stick injuries are a hazard for people who work with hypodermic syringes and other needle equipment. During operation of food processing the needle injuries may face with operator.

Self-Check – 1	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

1. Write the cause of head injury
2. What is injury
3. List nature of casualty injury

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 2- Consent from casualty for applying first aid management

2.1 Introduction

Consent is permission or agreement by your casualty to be treated by you. If you decide to proceed with first aid, you must seek and make every attempt to gain consent from the casualty, and if requested, cease treatment. If consent is not given and a person is touched or in fear of this then they have the legal right to bring charges of assault or battery against the person or persons who acted without their consent. In first aid, consent should always be obtained from a casualty where possible prior to applying first aid. Treatment given without the person's consent may constitute as an assault.

2.2 Types of consent

There are two (2) different types of consent:

- Implied and
- Expressed.

Implied (taken as given) consent is when the casualty is unconscious (or when the casualty is speaking a language you don't understand) and is unable to give you their expressed consent.

Expressed consent – is oral or written permission is given by a conscious casualty requiring first aid treatment.

As a first aider it may not always be possible to gain consent from an injured person, as they may be unable to communicate and/or unconscious.

In these cases it is assumed under the law that the person would have consented if they had been able to, however, this only applies in situations where the life and/or future health of the individual would be considered to be in jeopardy.

Make sure it is safe to approach the casualty, and check for the following signs of life:

- casualty conscious or unconscious (unresponsive)
- casualty breathing
- casualty moving
- Consciousness (responsiveness).

Make sure it is safe to approach the casualty and that you are not putting yourself or others at risk, before you assess whether the casualty is conscious or not.

Figure 3: Checking casualty for consciousness

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. 10 pts.

1. What is consent?
2. Write types of consent?

Note: Satisfactory Rating: - 10 points Unsatisfactory: - below 10 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3- Respond to the casualty in a culturally aware, sensitive and respectful manner

3.1 Introduction

Respectful behavior also includes culturally appropriate behavior. A person who is culturally aware can communicate sensitively and effectively with people who have different languages, cultures, religions, genders, ethnicities, disabilities, ages and sexualities. Respectful behavior is the morally correct conduct by a person providing first aid.

As a First Aider you will need to act in a professional and respectful way at all times. This basically means treat others as you would like to be treated, by:

- Obtaining consent and introducing yourself
- Treating them with dignity and respect
- Being compassionate
- Using a calm voice
- Protecting their privacy and confidentiality; and
- Establishing a rapport.

Cultural awareness and considerations may include:

- Appropriate communication
- Body language
- Eye contact; and
- Treatment by male or female person and so on.

Respectful and culturally aware First Aiders build trust which leads to improved outcomes in establishing good rapport with their casualty.

When offering first aid, it is important to remember that the casualty you are about to assist may live by customs, traditions or values that may be different to your own. Be aware and be sensitive to their specific needs.

For example, it would be more appropriate for a female first-aider to attend to the sprained ankle of a female casualty for many cultures. Sometimes it would not be respectful to

remove clothing from a casualty who has suffered a burn. In this case leave the clothing and cool the burn underneath by using cool, running water over the clothing.

Following are some simple strategies for talking to a casualty:

- Speak slowly and clearly.
- Use short and simple sentences.
- Maintain normal volume.
- Use different words to express the same idea.
- Prioritize and sequence your instructions.
- Avoid jargon.
- Respond to expressed emotions.

Respect the casualty's need for privacy and dignity.

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

True or false

1. Respectful behavior is the morally correct conduct by a person providing first aid
2. Respect the casualty's need for privacy and dignity

Note: Satisfactory Rating: - 10 points Unsatisfactory: - below 10 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 4- Using first aid procedures with Established first aid principles

4.1 Introduction

First aid is an important part of everyday life at home, work or at play. Everyone should learn first aid and be willing to administer basic care until emergency assistance arrives. Not every incident requiring first aid is a life-and-death situation. First aid knowledge is commonly used to manage minor injuries at home or work.

The purpose of basic principles of first aid is to:

- **Preserve life** – This includes the life of the casualty, bystander and rescuer.
- **Protect the casualty from further harm** – Ensure the scene is safe.
- **Provide pain relief** – This could include the use of ice packs or simply applying a sling.
- **Prevent the injury or illness from becoming worse** – Ensure the treatment you provide does not make the condition worse.
- **Provide reassurance**.

4.2 Principles of first aid

Principles Basic principles of first aid include:

- Safe response to emergencies for the benefit of casualties, bystanders and rescuers
- Securing the emergency site to reduce further harm to the casualty
- Using appropriate first aid procedures and techniques
- Safely moving the casualty, minimizing pain and helping stabilize the condition
- Providing reassurance and guidance to the casualty
- Communication with bystanders and emergency services personnel
- Acting in accord with first aid protocol and workplace guidelines

4.3 Policies and procedures

Work place policy

Work place Policies and Procedures are a major part of protecting the safety, health and welfare of people engaged in work or employment**.**

Workplace safety policies – The workplace can be dangerous. Having effective workplace safety policies in place provides protection for both the company and the employees.

These policies cannot just mitigate the damage of lawsuits but provide guidance to employees which act as preventative measures; stopping incidents occurring in the first place.

Policy: The overall guideline. This would be the actual working document.

This is the specifics of what needs to be done and how the employer will achieves its goal.

- Safe work practices are generally written methods that define how tasks are performed while minimizing risks to people, equipment, materials, environment, and processes.
- OHS Policies and Procedures are a major part of protecting the safety, health and welfare of people engaged in work or employment.
- Employers are required by law to provide a —safe system of work. What that means is the employer needs a method of communicating, duplicating and implementing safe work environment. This begins with OHS Policy.

An OHS Policy Manual would typically include;

- ✓ Drugs and Alcohol, sexual harassment policy,
- ✓ Environmental Policy
- ✓ First Aid Policy
- ✓ Manual Handling
- ✓ Personal Protective Equipment
- ✓ Privacy
- ✓ Smoke Free Workplace
- ✓ Stress and Fatigue Policy

First aid interventions seek to —preserve life, alleviate suffering, prevent further ill. Below you will find some basic guidelines to help you help yourself and others during a medical crisis. Below you will find some basic guidelines to help you help yourself and others during a medical crisis. The information presented here is to be used as an introduction to First Aid. It is not intended as a substitute for professional medical advice and care, treatment by

trained emergency personnel, or first aid and CPR training. If you are in a life- or limb-threatening emergency, call for medical help immediately.

Self-Check –4	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. 5 pts. For each

1. Define first aid
2. Write principle of first aid
3. purpose of basic principles of first aid

Note: Satisfactory Rating: - 10 points Unsatisfactory: - below 10 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 5- Safe manual handling techniques

5.1 Introduction

Manual handling is an activity which requires the use of force exerted by a person to lift, lower, pull, push, move, carry, restrain or hold any object, person or even animal. It is an activity that is required of all people both at home and at work.

5.2 Activities in manual handling

Manual handling covers a wide range of activities including: lifting, pushing, and pulling, holding, restraining, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, operating machinery and equipment.

- Protect your back during Manual handling
- The back is particularly vulnerable to manual handling injuries. Safety suggestions include controlling risk factors in the workplace, in addition to personal controls:

5.3 Handling people

Handling people is a bit different to handling boxes. People move and have characteristics that must be taken into account in manual handling tasks. Unpredictable behaviour such as sudden movements and the need to adopt awkward or static working postures can put you at risk.

Here are some tips to help when moving people:

5.4 Handling casualties

This procedure should be followed for a person who has fallen on the floor or who is found sitting or lying on the floor. Under no circumstances attempt to manually, lift the person from the floor. Never attempt to lift a person alone. The person may have suffered a stroke, a heart attack, an epileptic fit, a bleeding wound, or a fracture. Further injury of the person can occur if manual lifting is attempted.

If the person is not seriously hurt you could attempt to help the person to stand by rolling them onto his or her side, then onto all fours and then into a kneeling position. Using a chair as a prop, help the person up and onto the chair. Should the person be unable to do this with light assistance, then an ambulance should be called.

Required to evacuate injured person from an emergency scene to a location of safety.

Manual carries are tiring for the rescuer and involve the risk of increasing the severity of the casualty's injury. Choose the evacuation techniques that will be least harmful, both to rescuer and the victim.

Causalities carried carefully and correctly handled, otherwise their injuries may become more serious or possibly fatal.

Situation permitting, evacuation of a causality should be organized and un-hurried.

Each movement should be performed as deliberately and gently as possible.

5.5 Techniques manual handling of casualty

5.5.1 Tied-hands crawl

The tied-hands crawl may be used to drag an unconscious casualty for a short distance.

- It is particularly useful when you must crawl underneath a low structure, but it is the least desirable because the casualty's head is not supported.
- Use a triangular bandage, a torn shirt, etc. to tie the casualty's hands together and place them around your neck. This way you can move a person much heavier than yourself.

5.5.2 One person arm carry

Single rescuer to lift a victim safely by arm carries. Rescuer holding the victim around the victim’s back and under the knees.

Fig4. One person arm carry

5.5.3 One Person Pack-Strap Carry

This method is better for longer distances to lift a victim safely.

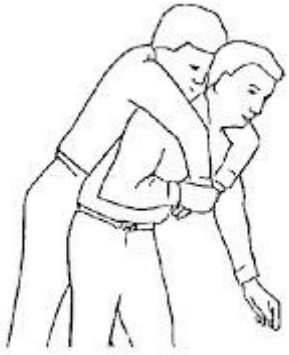

Fig5. **One Person Pack-Strap Carry**

5.5.1 Fire Man Carry

This technique is for carrying a victim longer distances. It is very difficult to get the person up to this position from the ground. Getting the victim into position requires a very strong rescuer or an assistant.

- The victim is carried over one shoulder.
- The rescuer's arm, on the side that the victim is being carried, is wrapped across the victim's legs and grasps the victim's opposite arm.

Fig6. Fire Man Carry

5.5.1 Two Person Carry (by arms & legs)

Fig7. Fire Man Carry

5.5.2 Chairs carry

This is a good method for carrying victims up and down stairs or through narrow or uneven areas.

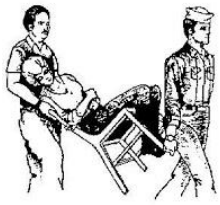

Fig8. Chairs carry

5.5.1 Ankle pull

The ankle pull is the fastest method for moving a victim a short distance over a smooth surface. This is not a preferred method of patient movement.

Fig9. Ankle pull handling

5.5.2 Shoulder pull

The shoulder pull is preferred to the ankle pull. It supports the head of the victim. The negative is that it requires the rescuer to bend over at the waist while pulling.

Fig10. Shoulder pull handlig

5.5.3 Blanket drag

This is the preferred method for dragging a victim from confined area

Fig11. Blanket drag handlig

Self-Check – 5	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. (5 pts. for each)

1. Manual handling covers a activities including
   A. lifting, pushing,
   B. pulling, holding,
   C. restraining, throwing
   D. all
2. Handling people is a bit different to handling boxes

   A. True B. false

Short answer

1. List techniques of casualty manual handling. 5pts

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Operation sheet -2	Manual handling techniques

1. Use all personal protective equipment's(PPE)
2. Lift and carry heavy loads correctly by keeping the load close to the body and lifting with the thigh muscles.
3. Never attempt to lift or carry loads if you think they are too heavy.
4. Pushing a load (using your body weight to assist) will be less stressful on your body than pulling a load.
5. Use mechanical aids or get help to lift or carry a heavy load whenever possible.
6. Organize the work area to reduce the amount of bending, twisting and stretching required.
7. Take frequent breaks.
8. Cool down after heavy work with gentle, sustained stretches.
9. Improve your fitness – exercise regularly to strengthen muscles and ligaments, and reduce excess body fat.
10. Warm up cold muscles with gentle stretches before engaging in any manual work.

Operation sheet -3	Techniques of Manual handling casualty

1. Use all personal protective equipment's(PPE)
2. Lay the person down on the floor and make them comfortable.
3. Assess the person for possible complications, bleeding and consciousness.
4. Call for assistance.
5. Place a pillow or towel under the person's head.
6. Ring for an ambulance if serious injury is suspected.

LAP Test	Practical Demonstration

Name_____ Date _____

Time Started _____ Time finished _____

Instruction: - Use necessary materials and equipment's and perform the following tasks with in 1hr.

Task1. Perform techniques of manual handling

Task2. Perform techniques of manual handling of casualty

LG #65	LO6. Communicate details of the incident

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Requesting ambulance support and medical assistance to circumstances
- Assessment of casualty's and first aid procedures to emergency services.
- Providing Information to reassure casualty, and adopting communication style
- Providing reports where applicable, timely manner and presenting facts.
- Maintaining confidentiality of records and information

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Request ambulance support and medical assistance to circumstances
- Assess of casualty's and first aid procedures to emergency services.
- Provide Information to reassure casualty, and adopting communication style
- Provide reports where applicable, timely manner and presenting facts.
- Maintain confidentiality of records and information

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

Information Sheet 1- Requesting ambulance support and medical assistance to circumstances

1.1 Introduction

An ambulance is a medically equipped vehicle which transports patients to treatment facilities, such as hospitals. Typically, out-of-hospital medical care is provided to the patient.

Ambulances are used to respond to medical emergencies by emergency medical services. For this purpose, they are generally equipped with flashing warning lights and sirens. They can rapidly transport paramedics and other first responders to the scene, carry equipment for administering emergency care and transport patients to hospital or other definitive care. Most ambulances use a design based on vans or pick-up trucks. Others take the form of motorcycles, cars, buses, aircraft and boats.

1.2 Requesting ambulance support

When calling for help, the "call first" approach is recommended. This is because in the vast majority of cardiac arrests, the arrest is due to ventricular fibrillation, which is treatable by defibrillation. Outcomes of these patients have significantly improved when the time to defibrillation is short. In cardiac arrests occurring in children, or where the arrest is due to airway obstruction or inadequate ventilation, (e.g. submersion, drug overdose) there is a potential benefit in commencing resuscitation before calling for help. In these cases, the **"call first call fast"** approach is recommended as in the next section. In many situations the call for help will occur at the same time as the commencement of resuscitation.
Where there is more than one casualty, the care of an unconscious casualty has priority.
The casualties that are calling out should not distract the rescuer; their needs are less urgent as they are able to breathe.

1.2.1 Techniques to call an Ambulance

Workers in work are must justify the following points to call ambulance service if the emergence occur.

- Dialling in an emergency number
- Asking for ambulance.

- Giving the location of where the ambulance has to go (that is, state, district or suburb, street, road, address). Give a cross-street reference, building or landmark.
- Giving the phone number you are calling from and your name.
    - ✓ Explaining exactly what has happened.
- Possible number of casualties (people hurt or sick).
- How old the casualty If the casualty is conscious/ breathing.
- It’s not necessary to hang up until the phone operator tells you to.

Self-Check – 1	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. (5pts. for each)

1. What is ambulance?
2. Write techniques for requesting ambulance

Note: Satisfactory Rating: - 10 points Unsatisfactory: - below 10 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 2- Assessment of casualty's and first aid procedures to emergency services

2.1 Introduction

Incident analysis is a structured process for identifying what happened, how and why it happened, what can be done to reduce the risk of recurrence and make care safer, and what was learned.

2.2 Casualty Assessment

Assessment of the situation, a methodical approach based on the priorities of first aid establishes the safety of all concerned and the correct treatment to be given to the casualty. This is summarised with the letters **DRSABCD**. The Primary Survey is designed to detect any life threatening conditions that require immediate attention.

D – Danger

Check the surrounding area and make sure it's safe for you, the injured person and others in the area. Do this by looking, listening and smelling.

If the casualty is in immediate danger you should move them, but only if it is safe to do so. Try to lift or move the person in a way that will not incur further injury, and remember to protect yourself from back strain or other injuries.

R – Response

Check the patient's responses by talking and touching them (squeezing their shoulders). This is referred to as the "Talk and Touch Method".

If the patient responds they are conscious, breathing and have a pulse – make them comfortable and check them for any injuries using the secondary survey technique, call for help if required and continue to monitor them for at least 10-15 minutes before letting them move.

If you do not get a response call emergency support immediately.

S – Send for help

It is the process of asking supporters for casualty.

A – Airway

The next step is to check that the individual's airway is clear so that their breathing is not obstructed.

To check their airway use the head tilt/chin lift technique as this helps lift the tongue from the back of the throat. One hand is placed on the casualty's forehead to tilt the head back while the fingers of the other hand are positioned on the bony part of the chin to lift it up and outward.

B – Breathing

While keeping the airways open, look, listen and feel for normal breathing signs. This is often easier to do when the injured person is on their back but can also be done while they are in the recovery position

Figure 12: Checking casualty for breathing

C – compressions/CPR

Cardiopulmonary Resuscitation (CPR) is the name given to the technique of combining rescue breaths with external cardiac compressions.

When CPR is applied to the casualty, multiple body systems such as the brain and the heart are affected by the procedure as oxygen is being pumped into the blood through the circulatory system.

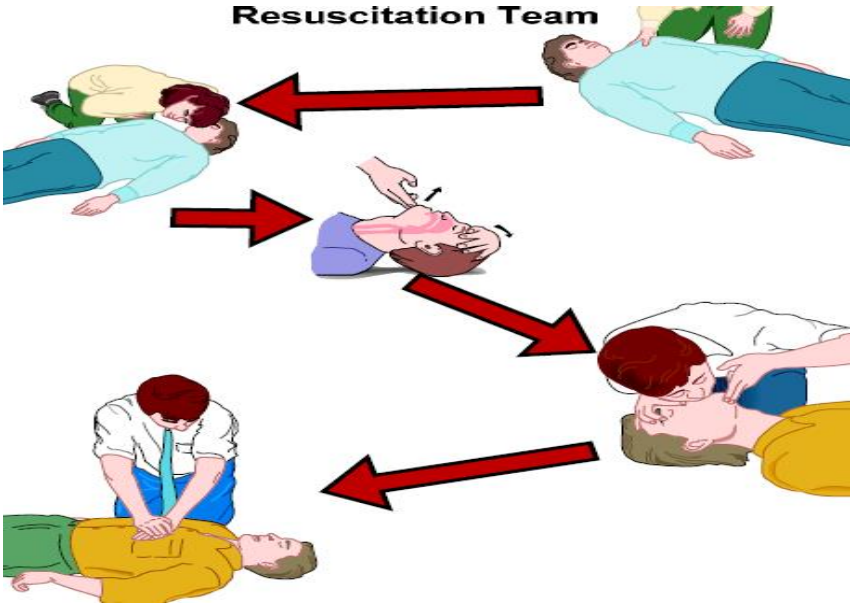

Fig13. Basic Life Support

Occupational Health does not deal with medical or first aid emergencies but can offer advice on local procedures. For information on how to get hold of a first aider in an emergency see: Procedure for calling a First Aider Follow your departmental procedure for dealing with an emergency using the following information as guidance to assist.

For all work injuries or illnesses the departmental first aider should be contacted for initial assistance.

What to do

If someone is injured in accident:

- First checking the casualty is not in any danger. Making the situation safe.
- When it's safe to do so, dialling to an ambulance, if necessary.
- Caring out basic first aid.

If you call you will be asked what service you require and also:

- your telephone number
- the address you are at - exact location of incident
- what is wrong with the casualty and are they unconscious, not breathing or bleeding
- type of incident (e.g. unconscious breathing patient or unconscious non-breathing patient
- gravity of incident (e.g., CPR is in progress)

- details of condition from diagnosis (eg diabetic, person has a cardiac history) if known
- hazards i.e. chemical spill, stairs

You may be offered advice as to how to assist the casualty until help arrives.

If someone is unconscious and breathing

If a person is unconscious but is breathing and has no other life-threatening conditions, they should be placed in the recovery position until help arrives.

If someone is unconscious and not breathing

If a person is not breathing normally after an incident, call for an ambulance and then, if you can, start CPR (Cardiopulmonary Resuscitation) straight away. Use hands-only CPR if you are not trained to perform rescue breaths.

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

True or false

1. Occupational Health does not deal with medical or first aid emergencies but can offer advice on local procedures. (5pts)
2. The Primary Survey is designed to detect any life threatening conditions that require immediate attention. (5pts)

Blank space

1._____is the name given to the technique of combining rescue breaths with external cardiac compressions. (5pts)

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3- Providing Information to reassure casualty, and adopting communication style

3.1 Introduction

Communication is derived from *communes* 'which means commonness or sharing. Communication is not just about talking to someone. Communication is so important in a first aid emergency because it helps the first aider get a good mental picture of what has happened and how to respond to the first aid emergency. It is an active process in which information (including ideas, specifications, goals, feelings, work orders, and so on) is exchanged among two or more people. Is any verbal or non-verbal behavior which gives people an opportunity to send their thoughts and feelings, and to have these thoughts and feelings received by someone.

3.2 Types of Communication channel.

- The types of communication channels are grouped into three main groups: formal, informal and unofficial. A formal communication channel transmits organizational information, such as goals or policies and procedures.
- Messages in a formal communication channel follow a chain of command

3.3 Providing Information to reassure casualty

In order to comfort the casualty it is important to provide them with as much detail as possible about the nature of their injuries and the course of action you intend to take in treating them.

Details you may be able to provide are:

- The history of the incident/injury or how it happened – How.
- What time it occurred and how long they have been injured – When.
- What happened to them – The nature of the injury/condition.
- What you are doing/going to do – First Aid treatment procedures.

First aider must be honest with the casualty about the action you intend to take in treating them. They may not be comfortable with particular treatment options and they need to be given the opportunity to consent to the first aid treatment before you begin. its required to

come up with an alternate plan of action after talking with the casualty and finding out more information.

The first aider will use some simple rules of communication to quickly find out what has happened and what action needs to be taken, these include:

- Keeping eye contact with the casualty to build trust between them and the first aider.
- Tell the casualty the truth is vital because the casualty already knows something is already wrong, but taking care not to go into too much depth.
- Using plain language so the casualty can understand the first aider. This will stop any confusion and keep the communication flowing both ways.
- Allowing time for the casualty to respond to the question asked. I am amazed at how many first aiders don't wait to get a reply from the casualty.

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. (5pts. for each)

1. Write how to provide information to casualty
2. Write types of communication channel
3. What is communication?

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 4- Providing reports where applicable, timely manner and presenting facts

4.1 Introduction

Report is a spoken or written account of something that one has observed, heard, done, or investigated. While we all like to think that they'll never happen to us, incidents are a certainty. What makes a difference, however, is how your business deals with them. By taking all incidents seriously and documenting them, you are demonstrating to your employees that you are trying to cultivate a safety culture.

An incident report needs to include all the essential information about the accident or near-miss. The report-writing process begins with fact finding and ends with recommendations for preventing future accidents. But writing any incident report involves four basic steps, and includes all the essential information about the accident or near-miss.

Documentation may include:

- Injury report forms
- Workplace documents as per organisation requirements

Documentation may include recording: time; location; description of injury; first aid management; fluid intake / output including fluid loss via blood, vomit, faeces, urine; administration of medication including time, date, person administering, dose; vital signs.

It is vital that any first aid management, which occurs in the workplace, is recorded in a record Logbook.The Record Logbook should include the following information:

- Name of casualty
- Witnesses
- Detailed description of incident
- Time and date
- Outcome
- Signature of those involved, and their position
- Management comment and recommendations
- Follow up

This record would be sent to management who would then be expected to read and follow up on the incident

As an employer, manager or safety official, you should be aware of the four key types of incidents that every business may encounter in the workplace:

- **Unanticipated incidents** – any unexpected situation, such as a car accident, natural disaster or fall that results in death or serious physical or psychological injury.
- **Avoided incidents** – these are the near misses when those involved were not injured but could have been by the observed incident and related risk.
- **Adverse incidents** – any event that occurs due to vaccines or medical devices either being omitted or causing more harm than the existing disease or condition.
- **Awareness incidents** – there will always be a level of risk within the workplace; it should be communicated across a business to raise awareness and thereby reduce the risk.

To ensure all facts and necessary details are complete, an effective incident report should include:

- **Specific details**

Accuracy is a key when it comes to an incident report. Avoid ambiguity in your statements and make sure it is absolutely clear what you are referring to. You'll want to ensure you have proofread your report and that it never contains inaccuracies in names of people involved, dates and times.

- **Facts only**

Emotions and personal opinions have no place in your incident report; you need to be objective and to record the facts alone.

- **Complete picture**

As well as being accurate, you need to be exhaustive in your report. Make sure you've got all the essentials covered, the what, where, why, when and how. Always consider what details would be needed for future investigation into the matter.

- **Supporting evidence**

Facts can be supported by the likes of photos, diagrams, and phone calls. Taking photos of injury, damage and the environment can add more clarity to the reader and will ensure the facts are fully understood.

- **Validation**

Everyone who is involved in the incident should sign off to confirm that the information recorded in the incident report is truthful.

Self-Check –	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. 5 pts. For each

1. Define report
2. Write an effective incident report to ensure all facts and necessary details are complete
3. List key types of incidents that every business may encounter in the workplace

Note: Satisfactory Rating: - 15 points Unsatisfactory: - below 15 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 5- Maintaining confidentiality of records and information

5.1 Introduction

All OHS staff works to a strict code of ethics concerning the confidentiality of consultations and medical records. All staff, both clinical and non-clinical, cannot and will not disclose medical information of employees in their charge without the prior consent of those employees.

In the event of any legal proceedings arising out of providing first aid it is important that a record of injury is made. This should be made immediately after the event and should include a description of what the event/injury was and how it was addressed.

The particular recording requirements may vary between states and territories due to differing laws and requirements.

If acting as a first aid officer in the workplace there may be specific industry or organisational recording guidelines and procedures to follow.

If applying first aid outside of the workplace the first aider should make a record of the event, at a minimum a note about the first aid given.

Records should be clear and concise as they may be used as a legal document in court. You should take care to ensure that any first aid records are accurate, factual and reflect only your observations and actions and do not include opinions.

When recording a first aid incident you should follow these general rules:

- Sign and date the record.
- Do not use correction fluid. Any mistakes should be crossed out with the original text still being legible. Changes should then be initialled/signed and dated.
- Ensure privacy and confidentiality of records are maintained.
- Explain to the person involved, where possible, that a record of the incident will be made and the reasons for doing so and that they may access the record if desired.
- File the record appropriately.

First aiders also need to be aware of privacy legislation that protects medical data from being circulated to the general public and to be handled by authorized workers on a need to know basis.

Each organisation will have policies and procedures for safeguarding sensitive medical information. Remember, there are consequences and legal implications should patient information be leaked.

Self-Check – 5	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

True or false (5 pts. each)

1. All OHS staff works to a strict code of ethics concerning the confidentiality of consultations and medical records
2. Following the record Sign and date of incident is not rules of in first aiding.
3. Records should not be clear and concise as they may be used as a legal document in court.

Note: Satisfactory Rating: - 15 points **Unsatisfactory: - below 15 points**

You can ask you teacher for the copy of the correct answers.

Operation sheet -4	Techniques of CPR- breathing

Step	Procedure	Picture
1	**Give 30 chest compressions** • Call an emergency center number • Push hard, push fast in the center of the chest at least 2 inches deep and at least 100 compressions per minute **TIP**: The person must be on a firm, lay at surface	
2	**Give 2 rescue breaths** • Tilt the head back and lift the chin up. • Pinch the nose shut then make a complete seal over the person's mouth. • Blow in for about 1 second to make the chest clearly rise. • Give rescue breaths, one after the other. • If chest does not rise with the initial rescue breath, retilt the head before giving the second breath. If the second breath does not make the chest rise, the person may be choking. After each subsequent set of chest compressions and before attempting breaths, look for an object and, if seen, remove it. Continue CPR.	

		
3	**Do not stop** • Continue cycles of CPR. Do not stop except in one of these situations: ✓ You find an obvious sign of life, such as breathing. ✓ Another trained responder or EMS personnel take over. ✓ You are too exhausted to continue. ✓ The scene becomes unsafe.	

LAP Test	Practical Demonstration

Name_____ Date _____

Time Started _____ Time finished _____

Instruction:- Use necessary materials and equipment's and perform the following tasks with in 1hr.

Task1. Perform techniques of CPR

LG #66	LO7. Evaluate own performance

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Clinical expert feedbacks
- Recognizing psychological impacts on rescuers of involvement in critical incidents.
- Participate in debriefing/evaluation to improve future response and address individual needs.

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Clinical expert feedbacks
- Recognize psychological impacts on rescuers of involvement in critical incidents.
- Participate in debriefing/evaluation to improve future response and address individual needs.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

Information Sheet 1- Clinical expert feedbacks

1.1 Introduction

Feedback has been described as “Specific information about the comparison between a trainee's observed performance and a standard, given with the intent to improve the trainee's performance. For feedback to be of value, some observation, or assessment, is a prerequisite

1.2 Types of feedback in OHS

1.2.1 Informal feedback

Ask for informal feedback from your colleagues or supervisor about your standard of work. This means that your supervisor or another team member will oversee what you are doing on a day-to-day basis and will then be able to evaluate your contributions and strengths and ascertain where you might need to improve.

It is, therefore, a good idea to be able to approach your supervisor and ask for feedback about your work performance. While this may be a rather scary thought, remember that by seeking feedback you are showing that you are willing to make changes and eager to perform at your best. By acting on feedback, you will gain support from your colleagues and supervisor.

1.2.2 Formal feedback

Ask for formal feedback or assessment from your supervisor or colleagues, known as a performance appraisal. These tools usually directly relate to your job specification and will give you feedback that relates directly to the standards expected in the workplace.

Seek feedback from appropriate clinical expert

In a casualty situation, the appropriate clinical expert could be:

- ambulance officer;
- paramedic;
- health worker;
- Doctor.

1.3 Seeking feedback

Putting simply, feedback is about what we think of something you have seen or experienced (e.g., a service or product). In feedback we might voice a concern, complain, point out a factual error or express your opinion or thoughts.

1.4 Guidelines for seeking feedback

- Ask for feedback as soon as possible after you have done something that you would like feedback about. The only exception to this is if you are very angry, as it may come across as a demand rather than a request.
- Choose the time and place for feedback. If your supervisor is obviously very busy or stressed, it may not be advisable to seek the feedback immediately. It is also not appropriate, for example, to ask for feedback in front of the families of the clients.
- Sometimes immediate feedback won't be possible. If that is the case, carefully prepare your questions as close to the event as possible. This way, when you get a chance to ask for feedback, your recollection will be better.
- Ask for the feedback you want but don't receive. Sometimes we receive feedback about certain aspects of our behaviour when it is really other aspects that we want to know about. Ask for it if you think it will be useful.
- Once you ask for feedback, don't try to tell the other person why they are wrong! It may be hard, but just keep quiet and listen. If the feedback is vague, ask for an example of what they mean.

Self-Check – 1	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Short answer (5 pts. for each)

3. Define feedback
4. List types of feed back
5. Write guidelines for seeking feedback

Note: Satisfactory rating :- 15 points **Unsatisfactory :- below 15 points**

You can ask you teacher for the copy of the correct answers.

Information Sheet 2- Recognizing psychological impacts on rescuers of involvement in critical incidents

2.1 Introduction

Critical incident stress management provides support to assist the recovery of normal individuals experiencing normal distress following exposure to abnormal events. It is based on a series of comprehensive and confidential strategies that aim to minimize any adverse emotional reaction the person may have.

Critical incident stress management strategies in the workplace include:

- Preparing workers for a possible critical incident in the workplace
- Demobilization (rest, information and time out – RIT)
- Defusing (immediate small group support)
- Debriefing (powerful event group support)
- One-on-one support sessions
- Follow-up support.

If you are involved in first aid management it is a good idea to think about ways you can 'de-stress' so that the trauma doesn't have a lasting and detrimental impact upon you.

De-stressing strategies can include:

- debriefing the situation with a supervisor
- writing down what happened and your feelings about it
- talking with a friend or colleague about how it felt to be involved
- doing some exercise to dissipate the adrenaline that might have built up in your system (Most of us have a classic *fight or flight* response to dealing with conflict and, as a result, have a surge of adrenaline in our systems that acceptable (rational) means of conflict resolution might not deal with.)
- listening to a relaxation tape
- spending time reflecting and getting back into balance by going for a bushwalk, sitting near the water or in the bush
- Doing something nice for yourself.

You will all know what works best for you. If your traditional ways of dealing with stress don't work, you might want to seek supervision or counselling yourself to help you to make sense of why the conflict has had a particular impact upon you.

Individuals can take responsibility for their own stress management by taking good care of their general physical and mental health. Improving health for stress management involves:

- Reducing the physical impact of stress by relieving muscle tension, lowering heart rate etc., after stressful experiences
- Improving physical fitness and general health in order to prepare the body to deal effectively with stress next time.

Seven simple strategies that work:

- Slow down your breathing: Take a few deep breaths, exhaling slowly each time.
- Use exercise to wind down: Physical activity releases the energy and muscle tension built up by stress.
- Relax your muscles directly: The stress response produces muscular tension and this causes aches and pains. Relaxing your muscles could involve:
    - ✓ Tensing muscles before you consciously relax them. You can achieve this with simple activities such as shrugging the shoulders, rolling the neck from side to side, clenching and releasing your hand.
    - ✓ Massage. For deeper muscle relaxation massages your own scalp, hands or feet. Or get someone else to give you an all over massage.
    - ✓ Warmth. Use warm water or hot packs to relax tense muscles.
- Posture: Your body has to work harder if you are standing or sitting incorrectly. Check your posture regularly, especially if you have to perform the same task for extended periods of time. Change your position as often as possible, stretching your muscles as you move.
- Release tension emotionally: Physical activity helps to use up the adrenalins created by stress. When physical activity is not possible, try releasing tension by sharing your feelings with someone else. Putting feelings into words helps to release pent-up emotions and assists in problem solving. Laughter has been called "the best medicine", and not without cause. Stress often makes us focus on the serious and

negative aspects of our life. Laughter releases chemicals such as endorphins which help us to feel more relaxed and often enables us to see things from a more balanced perspective.

- Slow down: Deliberately slow your movements down - walking, driving, working. The calmer pace will reduce the impact of stress on your body and help to prevent accidents.
- Take a break: Allow for adequate rest breaks in your work day. Not taking breaks in order to save time increases the risk of accidents. When you take a break try to find a physical environment and an activity that are different from your usual work environment. This may mean something as simple as going for a walk. It could also mean temporarily switching from one job to another.
- A program of physical care should include activities that occur before exposure to stress, during stressful periods, and afterwards.

Self-Check – 2	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below. (5pts. For each)

3. write Critical incident stress management strategies in the workplace
4. Write method to Improve health for stress management involves

Note: Satisfactory Rating: - 10 points Unsatisfactory: - below 10 points

You can ask you teacher for the copy of the correct answers.

Information Sheet 3- Participate in debriefing/evaluation to improve future response and address individual needs

3.1 Introduction

Debriefing is a report of a mission or project or the information so obtained. It is a structured process following an exercise or event that reviews the actions taken. As a technical term, it implies a specific and active intervention process that has developed with more formal meanings such as operational debriefing

3.2 Components of Debriefing

All forms of debriefing have a shared structure that involves setting the stage followed by three phases including description or reactions, analysis, and application.

3.2.1 Setting the stage

To be effective, a debriefing must be conducted in a manner that supports learning. Thus, the purpose is not to identify error and assign blame, but to understand why actions and decisions made sense to clinicians in the moment. Such a focus increases the probability that positive performance can be reinforced and new options can be generated for changing performance that was incorrect or otherwise below the desired standard. This requires establishment of psychological safety for participants regardless of the type of debriefing conducted.

3.2.2 Description or reactions

During this phase, the leader generally elicits perspectives from team members about how events unfolded in the clinical situation or simulation scenario and asks them to describe their reactions. Participants should be requested to identify the important issues to address, and the sequence of events should be clarified.

3.2.3 Analysis

In this phase, the leader should develop the priorities for discussion with the participants, balancing participant priorities with any other critical safety concerns that were noted during the event. The goal of this phase is to explore clinicians' rationales for observed behaviors, identify and close performance gaps by discussing pros and cons of chosen actions, and

determine any modifiable systems issues that may have interfered with performance. Team members must be able to be direct with each other during this phase, and leaders may need to actively facilitate team members sharing what they were thinking and how they were affected by the actions of others.

After witnessing an accident or being involved in providing first aid, some people might suffer an immediate or delayed emotional response to the situation. The way people respond might differ but symptoms such as flashbacks, nightmares, depression and a wide range of physical complaints can occur.

If you have offered first aid, or witnessed an accident, it might be beneficial to seek some form of debriefing or counseling, especially if you suffer from any changes in your physical or emotional health. You can find out about professional counseling and debriefing services through your workplace supervisor, Emergency Services, your local doctor or community health center.

Self-Check – 3	Written test

Name…… ID…… Date…….

Directions: Answer all the questions listed below.

Short answer

1. What is debriefing? 5pts
2. Write components of debriefing 5pts

Note: Satisfactory Rating: - 10 points Unsatisfactory: - below 10 points

You can ask you teacher for the copy of the correct answers.

1. https://www.fda.gov/consumers/consumer-updates/where-and-how-dispose-unused-medicines
2. ww.nice.org.uk/Media/Default/About/NICE-Communities/Social-care/quickguides/Quick%20Guide-Effective-record-keeping-ordering-Medicines.pdf
3. https://www.youtube.com/watch?v=mnXG2P9sjug
4. https://www.google.com/search?client=opera&ei=NifDXM7LE4HAlAbXq5nQDw&q=steps+in+medication+in+home+for+care+givers&oq=steps+in+medication+in+home+for+care+givers&gs_l=psy-ab.12...10063.25453..29700...6.0..1.612.5553.0j23j1j1j1j1.....0....1..gws-wiz.B_ou8uWXy3U
5. https://chilot.me/business-directory/ethiopian-food-medicine-health-care-administration-control-authority/
6. https://opentextbc.ca/clinicalskills/chapter/6-1-safe-medication-adminstration/
7. https://www.google.com/search?client=opera&q=steps+medication+in+the+home&sourceid=opera&ie=UTF-8&oe=UTF-8

https://opentextbc.ca/clinicalskills/chapter/6-1-safe-medication-adminstration/

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